Office of Training

SCHEDULE OF COURSES

January – June 1967

December 1966

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January – June 1967

Changes will be announced in OTR Bulletins
or in Special Bulletins.

Additional copies of the Schedule of Courses
may be obtained from the Admissions and
Information Branch, Registrar Staff, OTR,
extension 2365 or 2896.

December 1966

Schedule of OTR's Courses -- January - June 1967

Administrative Procedures (ft)	9 - 13 Jan
	27 Feb - 3 Mar
	24 - 28 Apr
	12 - 16 Jun
	26 - 30 Jun
ADP Orientation (ft)	17 - 19 Jan
	1-9 ~~14 - 16~~ Feb
	21 - 23 Mar
	2 - 4 May
	13 - 15 Jun
25X1A ▮▮▮▮▮▮	Scheduled as required
Basic Country Survey: USSR (ft)	To be scheduled
Career Trainee Program	Specific courses are identified "for CTs"
Challenge of Worldwide Communism (for CTs)	13 Mar - 7 Apr
	3 - 28 Apr
25X1A ▮▮▮▮▮▮	9 - 20 Jan
	17 - 28 Apr
	19 - 30 Jun
China Familiarization (ft)	6 - 10 Feb
	6 - 10 Mar
	3 - 7 Apr
	22 - 26 May
25X1A ▮▮▮▮▮▮	16 - 27 Jan
CIA Introduction (pt) (for EODs)	Each Monday (a. m.)
CIA Review (pt)	10 Jan
	14 Feb
	14 Mar
	11 Apr
	16 May
	13 Jun

Schedule of OTR's Courses -- January - June 1967

25X1A
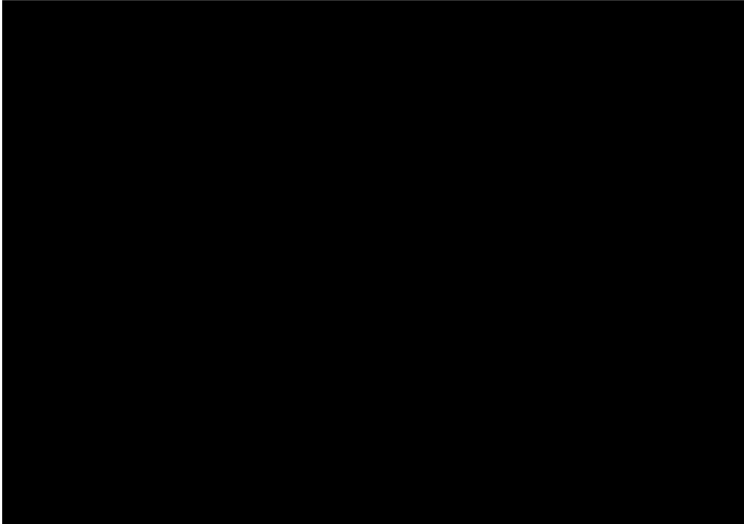
8 - 19 May

27, 29, 31 Mar

9 - 20 Jan
30 Jan - 10 Feb
(Wed) 31 May - (Tues) 13 Jun

3 - 7 Apr

10 and 11 Apr

(Tues) 24 Jan - 3 Feb
(Wed) 31 May - 9 Jun

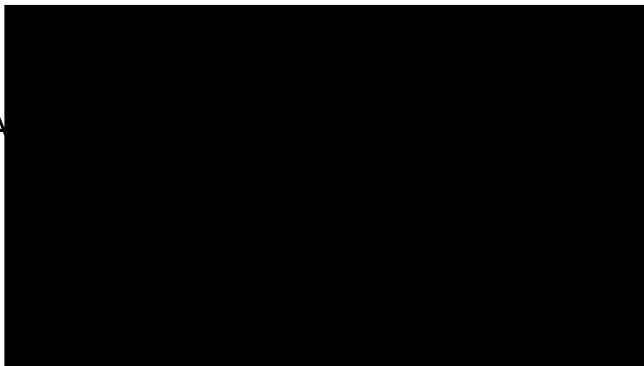|	
Clerical Induction (pt) (for EODs)	According to EOD input
Clerical Orientation (ft) (for EODs)	Weekly
Clerical Refresher (pt)	9 Jan - 3 Feb
	13 Feb - 10 Mar
	20 Mar - 14 Apr
	24 Apr - 19 May
	29 May - 23 Jun
Communist Party Organization and Operations (pt)	To be scheduled
Conference Techniques (pt - Wed a.m.)	15 Feb - 26 Apr

25X1A

6 - 15 Feb
3 - 12 Apr
22 May - 2 Jun

27 Feb - 17 Mar

23 Jan - 10 Feb
1 - 19 May

13 - 24 Mar

Schedule of OTR's Courses -- January - June 1967

25X1A ██████████████████████████ (ft)	Scheduled as required
DIA/JCS Orientation (ft)	28 and 29 Mar
Effective Speaking	To be announced
Field Finance and Logistics (ft)	6 - 24 Feb 10 - 28 Apr 12 - 30 Jun
Geography of the USSR (ft)	To be scheduled
Grid (ft) (for CTs)	9 - 13 Jan 23 - 27 Jan (Wed) 31 May - 9 Jun (Wed) 14 - 23 Jun
25X1A ████████████████████████████	9 - 27 Jan 27 Feb - 17 Mar 10 - 28 Apr 5 - 28 Jun 6 - 10 Feb 13 - 17 Feb 27 - 31 Mar 8 - 12 May 15 - 19 May 26 - 30 Jun
Instructor Training	Scheduled as required
25X1A ████████████████████	6 - 24 Feb 24 Apr - 12 May
Intelligence Production (ft) (for CTs)	16 Jan - 17 Mar 12 Jun - 11 Aug
Intelligence Research - Map and Photo Interpretation (ft) (for NPIC)	13 Feb - 1 Mar
Intelligence Research Techniques (ft) (for NPIC)	8 - 26 May (OTR portion -- 15 - 26 May)

Schedule of OTR's Courses -- January - June 1967

Intelligence Review (ft)	1 - 12 May
Intelligence Techniques (ft) (for CTs)	13 - 31 Mar 10 - 28 Apr
Introduction to Communism (ft)	3 - 13 Jan 16 - 27 Jan (for NPIC) 30 Jan - 10 Feb 27 Feb - 10 Mar 22 - 31 Mar 1 - 12 May 5 - 16 Jun 3 - 14 Jul (2nd half of IOC beginning 19 Jun)
Introduction to Intelligence (ft)	16 - 27 Jan 13 - 24 Feb 3 - 14 Apr 17 - 28 Apr 22 May - 2 Jun 19 Jun - 30 Jun
Language Courses: See end of schedule	
Management (GS-11 - 14) (ft)	6 - 10 Feb 27 - 31 Mar 8 - 12 May
Managerial Grid (for GS-14s) (ft)	13 -(Sat)18 Mar
Management Planning (Advanced) (ft)	22 - 26 May 26 - 30 Jun
███████████████	Scheduled as required 25X1A
Midcareer Executive Development Course (ft)	23 Jan - 3 Mar 10 Apr - 19 May
████████████████	9 - 27 Jan 25X1A 13 - 31 Mar 5 - 23 Jun

Schedule of OTR's Courses -- January - June 1967
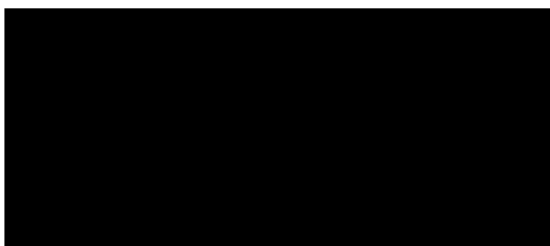
25X1A	[redacted]	1 May - 4 Aug
		27 Feb - 24 Mar
		1 - 26 May
		23 Jan - 17 Feb
		13 Mar - 7 Apr
		8 May - 2 Jun
	Orientation to Intelligence (ft) (for CTs)	27 Feb - 10 Mar
	Orientation for Overseas (ft)	3 - 4 Jan
		7 - 8 Feb
		7 - 8 Mar
		4 - 5 Apr
		2 - 3 May
		6 - 7 Jun
	Orientation for Training Assistants (ft)	25 Jan
	Orientation for Training Officers (ft)	1 - 2 Feb
	Review for Principals Selected for Senior Officers Schools (ft)	13 - 15 Jun
	Senior Management Seminar (ft)	(Sun) 23 - 28 Apr
25X1A	[redacted]	3 - 13 Jan
		1 May - 18 Aug
	Supervision (GS-5 - 10) (ft)	27 Feb - 3 Mar
		24 - 28 Apr
	Support Services (ft) (for CTs)	16 Jan - 3 Mar
		12 Jun - 28 Jul
	Support Services Review: Trends and Highlights (ft)	28 Feb - 3 Mar
		4 - 7 Apr
		6 - 9 Jun
	Typing for Professionals (Basic) (pt -- off-duty hours)	Scheduled as required

Schedule of OTR's Courses -- January - June 1967

Vietnam Orientation (ft)	10 - 12 and 17 - 19 Jan
	13 - 17 Feb
	20 - 24 Mar
	10 - 14 Apr
	15 - 19 May
	19 - 23 Jun
Writing Workshop (Advanced) (pt - Tues, Thurs) (for NPIC)	3 - 23 Jan
Writing Workshop (Basic) (pt)	(Fri) 13 Jan - 2 Feb (alternate days)
	9 May - 1 Jun (Tues and Thurs)
	13 Feb - 3 Mar (for NPIC)
Writing Workshop (Correspondence)	Enroll anytime
Writing Workshop (Intermediate) (pt)	16 Jan - 3 Feb (alternate days)
	8 - 31 May (Mon and Wed)

Language Courses

Because of the considerable increase in demands for language training in 1967 it is necessary to set the following dates for the beginning of full-time classes in the common languages: 30 January and 6 March.

In Chinese and Japanese: 30 January.

All part-time classes will begin on: 6 March.

Requirements for language training at any other time will be difficult to fill.

Most of the classes will be at the basic spoken level in the common languages or in languages in which the OTR Language School has usually conducted classes. The School can and undoubtedly will provide instruction at the intermediate or advanced levels. There will also be classes in reading.

The Language School has the capability of teaching in many of the more unusual languages. For further information call extension 3477 or 3271.

Schedule of OTR's Courses -- January - June 1967

Pretests for Clerical Refresher Courses:	Typewriting	Shorthand
	4 Jan	5 Jan
	8 Feb	9 Feb
	15 Mar	16 Mar
	19 Apr	20 Apr
	24 May	25 May
	28 Jun	29 Jun

Qualifications Testing for Agency Stenographers and Typists:	Typewriting	Shorthand
	3 Jan	3 Jan
	16 Jan	17 Jan
	6 Feb	7 Feb
	20 Feb	21 Feb
	13 Mar	14 Mar
	27 Mar	28 Mar
	17 Apr	18 Apr
	8 May	9 May
	22 May	23 May
	12 Jun	13 Jun
	26 Jun	27 Jun